

**United States Bankruptcy Court  
Middle District of Tennessee**

ECF Form No. 2

**ELECTRONIC CASE FILING  
USER REGISTRATION FORM  
WITH APPLICATION FOR PASSWORD  
WAIVER OF NOTICE AND SERVICE BY MAIL AND  
CONSENT TO ELECTRONIC NOTICE AND SERVICE**

[Use this form only for an entity authorized to be a limited ECF User as described in ECF Procedure 4(b).]

NAME OF INDIVIDUAL

SIGNING THIS APPLICATION: \_\_\_\_\_

Last

First

Middle

NAME OF USER: \_\_\_\_\_

(Put "same" if User is the individual signing this application.)

YOUR RELATIONSHIP

TO USER: \_\_\_\_\_

(For example: "employee;" "officer;" "agent.")

MAILING ADDRESS

FOR USER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VOICE PHONE: \_\_\_\_\_ FAX PHONE: \_\_\_\_\_

E-MAIL ADDRESS

FOR ALL ECF PURPOSES: \_\_\_\_\_

LOGIN NAME

FOR ALL ECF PURPOSES: \_\_\_\_\_

[Must be a combination of exactly seven numbers and letters (no symbols).  
Cannot be all numbers or all letters. Case sensitive.]

I declare, under penalty of perjury:

1. I have authority to file this application for the User named above and to grant the waivers and consents stated below.
2. The User named above is eligible to be a User under ECF Procedure 4(b) because (check all that apply):
  - ☐ The User is authorized to file proofs of claim.
  - ☐ The User is authorized to file reaffirmation agreements.
  - ☐ The User is a child support creditor or is authorized to appear on behalf of a child support creditor.
  - ☐ The User is authorized to file notices of transferred claims.
  - ☐ The User is an individual entitled to appear *pro se* in a case or adversary proceeding (and is not an individual debtor).

3. The User will immediately notify the bankruptcy court of any change in the information on this registration form.
4. The User will take all reasonable steps to protect the confidentiality of the password obtained by this registration.
5. The User agrees that use of the password to file a document in the bankruptcy court ECF system constitutes the User's signature on that document for all purposes. The User understands that use of the password to file any paper (except a list, schedule, statement or amendment thereto) constitutes the User's signature for purposes of Bankruptcy Rule 9011.
6. When filing a document using ECF, the User has an option in each case or adversary proceeding to consent to electronic notice and electronic service from ECF. This option is found in ECF under "Creditor Utilities" and the event is described as "Creditor Acceptance of Electronic Notice." Under Rule 5(b)(2)(D) of the Federal Rules of Civil Procedure and Bankruptcy Rule 9036, exercising this option constitutes written consent to electronic notice and electronic service from ECF of all filed documents to which the User is entitled, except with respect to: service of the motion commencing a contested matter under Bankruptcy Rule 9014; service of a summons and complaint in an adversary proceeding under Bankruptcy Rule 7004; and, service of an involuntary petition or petition commencing ancillary case under Bankruptcy Rule 1010. Acceptance of electronic notice is a request by the User for e-mail "Notice of Electronic Filing" in place of notice or service by any of the conventional delivery means described in Bankruptcy Rules 2002, 7004 or 7005 except as provided in this paragraph. A User consenting to electronic notice also commits to use the e-mail notification feature of ECF whenever possible.
7. The User agrees to read and follow the Administrative Procedures for Electronic Case Filing promulgated by the United States Bankruptcy Court for the Middle District of Tennessee.
8. The User has been trained in the use of ECF by the Clerk of the Bankruptcy Court for the Middle District of Tennessee or represents to the court that the User is familiar with ECF and can competently use ECF in the Middle District of Tennessee without training by the Clerk.
9. The User will be responsible for the prompt payment of all filing fees for any document filed using ECF, consistent with ECF Procedure 5(g).
10. If the User is an entity (such as a corporation or a partnership) that can only appear in the Bankruptcy Court for the Middle District of Tennessee through an attorney consistent with LBR 2090-1, the User understands that registration as an ECF User does not relieve the User of the requirements of LBR 2090-1 in each case or adversary proceeding in which the User participates.

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Signature of Applicant

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Date

Please return this form to:      United States Bankruptcy Court  
Middle District of Tennessee  
Attn: ECF Registration  
701 Broadway  
Nashville TN 37203

Your password will be e-mailed to the e-mail address supplied above as a test of the ECF e-mail notification system.